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Operations



**WING PLAN DEVELOPMENT AND
IMPLEMENTATION**

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This instruction has been developed to provide guidance to 6th Air Mobility Wing (6 AMW) units in carrying out their responsibilities in the wing planning process and to standardize all plans developed for the 6 AMW. It describes plans program duties and responsibilities, plan preparation, administrative procedures, and plan formats. It is not intended to replace or supersede joint or higher headquarters guidance. If there is a conflict between this instruction and guidance from a higher command, please notify the Plans and Programs Manager (6 AMW/XPP) of the conflict. Users of this instruction should familiarize themselves with the referenced guidance. This guide is UNCLASSIFIED. Unit plans representatives are authorized to reproduce or extract any portions necessary for planning and operational purposes.

SUMMARY OF REVISIONS

This instruction has been revised to include both Air Force and Air Mobility Command reorganizations, realignment of responsibilities, and applicable office symbol changes. Additionally, format and content have been updated to align with Air Force guidance. **A bar (|) indicates a revision from the previous edition.**

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1. Responsibilities.

1.1. The Wing Planning Process: This section provides an overview of the wing planning process and the interrelationships of the necessary agencies involved. This process is designed to facilitate the development, maintenance, and updating of all wing plans or Higher Headquarters (HHQ) plans the 6 AMW is tasked to support. This instruction only applies to wing-level plans (plans in which multiple wing agencies are tasked and are signed by the Wing Commander (6 AMW/CC)). Individual unit plans may use this document as a guide.

1.2. Responsibilities: This section spells out the specific responsibilities of each agency in the planning process.

1.2.1. Chief, Wing Plans (6 AMW/XP), will:

1.2.1.1. Administer the wing planning program.

1.2.1.2. Appoint an Operations Plans Manager to facilitate the wing planning program.

1.2.1.3. Be responsible for approving all plan changes and reviews.

1.2.1.4. Sign the Memorandum of Transmittal on all wing plans.

1.2.2. 6 AMW/XPP will:

1.2.2.1. Manage the wing plans process.

1.2.2.2. Develop a plans instruction (this document), outlining specific information essential to the continuity of plans responsibilities.

1.2.2.3. Prepare a listing of all 6 AMW Plans as of 30 June and 31 December each year and forward it to all affected Wing organizations.

1.2.2.4. Establish a Wing Plans Working Group (WPWG) composed of plans representatives from functional areas and associate units with wartime support requirements.

1.2.2.5. Coordinate and delegate necessary tasks for preparation of functional area inputs when office of responsibility (OPR) for a plan.

1.2.2.6. Review and approve all base-level plans before final submission, publication, and distribution. Forward approved plans to 6 AMW/XP for signature.

1.2.2.7. Ensure proper distribution of base plans to tasked organizations, HQ Air Mobility Command (HQ AMC), and 18th Air Force.

1.2.2.8. Establish an effective base plans annual review program. Forward a review schedule each December to all units that are OPRs for plans.

1.2.3. 6 AMW Commanders. Commanders both at the group and squadron level are integral to the plans process. Commanders must ensure the following:

1.2.3.1. Appoint, in writing, a Unit Plans Representative (see [Figure 1](#) for further guidance).

1.2.3.2. Ensure that coordination procedures are followed within their unit and that all necessary unit agencies have coordinated accordingly.

1.2.3.3. Ensure that plans suspense deadlines are met.

1.2.4. Unit Plans Representatives. Unit Plans Representatives are appointed in writing by their unit commander (**Figure 1.**) and are charged with managing their unit's planning program. Unit Plans Representatives will:

- 1.2.4.1. Ensure unit compliance with this instruction.
- 1.2.4.2. Develop and maintain Unit Plans Continuity Book (see **Attachment 2** for further guidance).
- 1.2.4.3. Serve as unit representative to the WPWG.
- 1.2.4.4. Comply with the proper Operations Security (OPSEC) procedures when developing, maintaining, and storing plans, checklists, or other plans material.
- 1.2.4.5. Ensure all plans-related suspense deadlines are met.
- 1.2.4.6. Ensure all reviews, changes, and revisions are posted to each plan maintained by the unit.
- 1.2.4.7. Facilitate the coordination process at the unit (see paragraph **2.9.1.**).

1.2.5. Plans OPRs. A Plans OPR is an agency that is responsible for the development and maintenance of a 6 AMW plan. Often, the Unit Plans Representative will be a Plan OPR, however this is not a requirement. Wing Plans (6 AMW/XP) is the OPR for most 6 AMW plans, however, several wing agencies are tasked to develop wing-level plans. Some examples are 6th Security Forces Squadron (6 SFS) for the Installation Security Plan, and 6th Civil Engineer Squadron (6 CES) for the 6 AMW Full Spectrum Threat Response Plan. Plan OPRs will:

- 1.2.5.1. Notify 6 AMW/XPP of the intent to produce or change a wing plan or annex in accordance with the annual review schedule or other applicable guidance (HHQ directive, etc.).
- 1.2.5.2. Comply with the procedures and formats in this instruction and all applicable referenced publications when preparing a new plan, or revising or issuing a change to an existing plan.
- 1.2.5.3. Conduct an annual review of all plans for which the organization is OPR in accordance with the schedule published by 6 AMW/XPP or when governing directives or an organizational change dictate a review.
- 1.2.5.4. Provide 6 AMW/XPP a hard copy of all new/revised plans (when plan OPR) and an electronic copy in Microsoft Word.
 - 1.2.5.4.1. Contact 6 AMW/XPP to determine number of hard copies to provide for Crisis Action Team (CAT) distribution.
- 1.2.5.5. Monitor and document all plan preparation, review, revision, and change actions through appropriate suspense deadlines and follow-up actions.
- 1.2.5.6. Review plans tasking the unit when requested by the plan OPR. Document this review and maintain coordination for current plans.

1.3. Plans Maintenance: Each 6 AMW unit will maintain a copy of each plan they are either tasked under or identified on the distribution list. Unit Plans Representatives are responsible for the maintenance of all plans distributed to any functional area within their unit. They will maintain a unit plans library. Each unit will maintain current 6 AMW plans for which it is on distribution and must be able


to account for each copy of each plan distributed to it regardless of classification. Units will ensure they have appropriate plans on file and they are in accordance with the current Wing Plans Index published by 6 AMW/XPP.

1.4. Operations Security (OPSEC): Protection of Critical Information (CI) within 6 AMW plans, checklists, and plans correspondence is vital to security and mission accomplishment of operations. Unit plans representatives must remain aware at all times of the need to safeguard CI. While unit plans representatives must incorporate a strong sense of OPSEC responsibility into all plans, checklists, and operating instructions (OI), all 6 AMW personnel affected by the plan are responsible for ensuring OPSEC.

1.5. Classified Storage: 6 AMW is tasked to support several classified plans. Units may store classified materials at other agencies when the volume of classified material or frequency of use does not justify maintaining a safe. Place the classified material in a sealed envelope. Mark the envelope on the front and back with highest classification. The owner agency provides the storage agency a memorandum listing names, functional address symbols, and security clearances of personnel authorized access to the envelope. The owner agency reviews the material quarterly. The reviewing official dates and signs the envelope following each review. Use AF Form 614, **Charge Out Record**, when the envelope is temporarily removed. Establish procedures where all classified material is returned to the safe before the end of day check.

1.6. Sensitive/Unclassified Information Storage. Plans containing sensitive or critical information (CI) are designated for official use only (FOUO) and may require protection against public disclosure. See DoDR 5400.7, *DOD Freedom of Information Act Program*/AF Sup 1, for safeguard requirements.

Figure 1. Unit Plans Representative Appointment Memorandum. (Accomplish as changes occur in the unit plans representative(s). Refer to paragraph 1.2.4. for more information.)

	DEPARTMENT OF THE AIR FORCE 6TH AIR MOBILITY WING (AMC) MACDILL AIR FORCE BASE, FLORIDA 33621		(Date)
	MEMORANDUM FOR 6 AMW/XPO FROM: <i>(Unit Office Symbol and Address)</i> SUBJECT: Unit Plans Representative Appointment		
1. Per MAFBI 10-401, the following individuals are appointed plans representatives for this organization:			
	Primary	Alternate	
Rank/Name:	_____	_____	
Office Symbol	_____	_____	
Duty Phone/Fax	_____	_____	
E-mail address:	_____	_____	
Clearance:	_____	_____	
2. This letter supersedes all previous letters of appointment to this position. 3. Direct any questions or concerns to <i>(point of contact)</i> at <i>(telephone number)</i> .			
_____ Signature Block/Signature of Unit Commander or Staff Agency Chief			
cc: <i>Group Plans Rep</i>			
PRIVACY ACT OF 1974 (5 U.S.C. 552A) APPLIES FOUO			

2. Preparing and Updating Plans.

2.1. Plan Development: Anyone with knowledge of a requirement to produce a plan should notify 6 AMW/XPP to ensure proper coordination and tracking.

2.2. OPR Determination: The OPR for 6 AMW plans is determined by the source document requiring the plan or 6 AMW/CC tasking its creation. Normally, the wing OPR is functionally aligned with the HQ AMC OPR. Most 6 AMW plans are managed by 6 AMW/XPP, Plans and Programs.

2.3. Identifying Plans: 6 AMW plans are assigned a number and title to coincide with the number and title of the higher headquarters plans they support or as specified by higher headquarters directive (if applicable). If there is no higher headquarters directive, or it is a base-level plan, see 6 AMW/XPP for identification guidance prior to proceeding with coordination.

2.3.1. Many plans are incorrectly labeled as “OPLAN” because they contain some type of operational activity. An Operations Plan (OPLAN) is a unified or major command plan for fighting a war or contingency operation. It will contain data and will direct units in contingency operations, provide deployment data, etc. The creation of an OPLAN must be approved by the Chairman, Joint Chiefs of Staff.

2.3.2. A base-level plan that is not supporting a higher headquarters plan is labeled as such, e.g., 6 AMW Plan 4, Installation Deployment Plan. For further guidance, consult AFMAN 10-401V1, *Operation Plan and Concept Plan Development and Implementation*, AFMAN 10-401V2, *Planning Formats and Guidance*, or Joint Operation Planning and Execution System Volume 2 (JOPESV2). There is no “base OPLAN.” If a plan OPR determines there is a conflict between this instruction and any higher headquarters guidance, notify 6 AMW/XPP immediately.

2.4. Plan Format: 6 AMW plans are written in the format described in this instruction unless otherwise prescribed in a higher headquarters directive. This instruction is based on AFMAN 10-401 and follows that format. Sample plan formats and administrative details are provided in Chapter 3. Deviations should be kept to a minimum to maintain standardization. Refer to DoD 5200.1-PH, *DoD Guide to Marking Classified Documents*, for additional guidance on the preparation and marking of plans listed as SPECIAL ACCESS REQUIRED or classified CONFIDENTIAL or SECRET.

2.5. Plan Suspenses: Plan OPRs and unit representatives must make every effort to meet suspense deadlines for annual reviews, changes, and revisions. 6 AMW/XPP will contact units failing to meet the suspense and determine status. Units not responding or lack justification for delay will be identified as “No Input” for final coordination. A formal higher headquarters (HHQ) plans tasking requires sufficient lead time to ensure suspense deadlines are met. Local suspense will be determined by the amount of lead time provided by HHQ. All suspense requirements can only be achieved with the full cooperation of all 6 AMW Commanders, Wing Plans staff, Plans OPRs, and Unit Plans Representatives.

2.6. Plan Preparation Process: Any unit wishing to or tasked to develop a plan should first consult 6 AMW/XPP to determine if a similar document already exists. The unit will then gather the necessary information and build the plan according to the guidance in this document and any applicable higher headquarters documentation. Refer to paragraph 2.9. for coordination procedures.

2.7. Plan Review Process: A plan is reviewed, unless indicated elsewhere, on the anniversary of its publication. 6 AMW/XPP will facilitate the review process for those plans identified as its responsibility. Other 6 AMW units that are the OPR for wing-level plans (e.g., 6 SFS and the Installation Security Plan) may accomplish this process themselves, notifying 6 AMW/XPP in writing of their intent prior to plan review. Units may also request 6 AMW/XPP accomplish the review process for them. Remember to consider the impact of Host-Tenant Support Agreements (OPR: 6th Logistics Readiness Squadron, Procedures and Accountability Element (6 LRS/LGRSP) when making adjustments to

wing plans. The review is intended to identify areas requiring updates, changes, modifications, etc. If less than 40 percent of the document is changed, the plan will be signed by Chief, Wing Plans. The plan's publication date does not change for a Plan Review.

2.7.1. Issuing Changes Following Plan Review. Follow the coordination procedures outlined in paragraph 2.9. for issuing changes. Changes will be prepared by following the procedures below and the checklist in **Attachment 3**. Changes will be coordinated with all agencies affected by the change and approved by 6 AMW/XPP prior to publication.

2.7.2. Identifying Changes.

2.7.2.1. The date of the change, the date of the basic plan, and the classification of the plan must be included in paragraph 1. of the Memorandum of Transmittal.

2.7.2.2. A copy of the distribution list must be attached to the Memorandum of Transmittal. If a new Annex Z is accomplished, a distribution list is not required. The "To" element should read: "See Attached Distribution List" or "See Annex Z."

2.7.2.3. For page changes, the change number and date of the change must be placed in parentheses below the page number.

2.7.3. Change Transmittal. A transmittal memorandum is prepared for each change, and the change is distributed to all addressees listed in Annex Z.

2.7.4. Page changes are the most efficient method for issuing changes to a plan. This method re-accomplishes all pages containing changes, leaving unaffected pages unchanged. To indicate new or changed material, a vertical line is added in the left margin and the footer is annotated. See **Figure 6**. for page change example. Write-in changes are no longer accepted.

2.7.5. Out-of-Cycle Review. Chief, Wing Plans, or wing plans OPRs can direct an out-of-cycle review of any plan for which they are the OPR. An out-of-cycle review is when the review process is initiated at any time other than a plan's annual review date.

2.8. Plan Revision Process: A plan revision will be issued if total adjustments (any new or previously changed material) affect 40 or more percent of the plan. The revision process is detailed in the checklist located in **Attachment 3**. Plan format examples are provided in Chapter 3. Comply with all checklist steps and information in this instruction when preparing a plan revision. When a plan revision is accomplished, the publication date of the plan will change (and subsequently its annual review date) to the date the revision was signed by Chief, Wing Plans. Follow the coordination steps as outlined in paragraph 2.9. to accomplish a plan revision.

2.9. Coordination Process.

2.9.1. Regardless of the plan OPR, 6 AMW/XPP will provide direction and oversight of the coordination process. The Chief, Wing Plans, will obtain coordination via AF Form 1768, **Staff Summary Sheet (SSS)** (**Figure 2.**). Each group commander and the director of staff (DS) will receive a SSS for bottom line coordination. Inputs will be consolidated by each group and forwarded to the plans OPR. Organizations will access the XP intra-website to obtain a copy of the plan for review. If the plan is not available via the intraweb, an e-copy will be provided to each group/group-equivalent by the plan OPR. Additionally, the plan OPR will contact 6 AMW/XPP to verify number of hardcopies to furnish for CAT distribution.

2.9.1.1. The following agency signatures are required in the coordination process.

2.9.1.1.1. Staff Judge Advocate (SJA). SJA will provide legal guidance on wing plans.

2.9.1.1.2. Director of Staff.

2.9.1.1.3. Group CCs and tasked Associate Agency Chiefs (tenant units).

2.9.1.2. Wing Commander Approval. The wing commander will approve only newly generated plans or those that have gone through the revision process. Chief, Wing Plans, will approve annual plan reviews (plans that have less than 40 percent of the document changed). Chief, Wing Plans, will generate a final staff summary sheet to obtain Wing CC approval of the plan (**Figure 3.**). Chief, Wing Plans, must sign the Memorandum of Transmittal and the wing commander will sign the basic plan. All wing plans must be reviewed by 6 AMW/XP prior to final coordination to the vice wing commander and subsequent approval by the wing commander.

2.10. Hardcopy Reproduction: Once all required signatures are obtained and the wing commander approves the plan, the OPR has the plan reproduced with OPR unit funds. Plans will be printed head-to-head, stapled at the top left, 3-hole punched, and have a finished size of 8½ x 11. Plans must be collated and blank sheets will be inserted as required to ensure each section starts on an odd numbered page. Front and back covers will be on heavy colored card stock and must be marked “UNCLASSIFIED,” “FOR OFFICIAL USE ONLY,” “SPECIAL ACCESS REQUIRED,” “CONFIDENTIAL,” or “SECRET,” as applicable (see paragraph **3.3.** for specific marking guidance). The number of copies printed will be the total from Annex Z of the plan. To save paper, unclassified plans may be reproduced electronically.

2.11. Distribution.

2.11.1. OPR will distribute the plan in accordance with Annex Z. Two copies of each plan will be forwarded to 6 AMW/XPP, one in paper form and one electronically in Microsoft Word format. Additionally, the plan OPR will contact 6 AMW/XPP to determine CAT hardcopy distribution requirements.

2.11.2. Electronic distribution is available via the XP intra-website. All unclassified wing plans will be posted on the XP Plans intra-website unless otherwise exempted by the wing commander.

Figure 2. Staff Summary Sheet for Coordination of Plan.

STAFF SUMMARY SHEET							
	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1	6 AMW/ JA	Coord	Rank, Name Date Signed	6	6 MDG/ CC	Coord	(Shotgun)
2	6 AMW/ DS	Coord	(Shotgun)	7			
3	6 OG/CC	Coord	(Shotgun)	8			
4	6 MXG/ CC	Coord	(Shotgun)	9			
5	6 MSG/ CC	Coord	(Shotgun)	10			
SURNAME OF ACTION OFFICER AND GRADE			SYMBOL	PHONE		TYPYST'S INITIALS	SUSPENSE DATE
SUBJECT						DATE	
<p>SUMMARY</p> <p>1. PURPOSE: To obtain coordination for the (revision or annual review) of 6 AMW (plan number) Plan.</p> <p>2. BACKGROUND: Provide a brief explanation of significant changes to the plan.</p> <p>3. DISCUSSION: Describe the plan and purpose, as necessary.</p> <p>4. RECOMMENDATION: Group Commanders and agency chiefs coordinate plan at TAB (x).</p> <p>NAME, RANK, USAF Chief, Wing Plans</p> <p style="text-align: right;">x Tab(s) Tabs (numbered)</p>							

Figure 3. Staff Summary Sheet for Wing Commander Approval of Plan.

STAFF SUMMARY SHEET							
	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1	6 AMW/ JA	Coord	Rank, Name Date Signed	6	6 MDG/ CC	Coord	Rank, Name Date Signed
2	6 AMW/ DS	Coord	Rank, Name Date Signed	7	6 AMW/ CV	Coord	Rank, Name Date Signed
3	6 OG/CC	Coord	Rank, Name Date Signed	8	6 AMW/ CC	Apprv	Rank, Name Date Signed
4	6 MXG/ CC	Coord	Rank, Name Date Signed	9			
5	6 MSG/ CC	Coord	Rank, Name Date Signed	10			
SURNAME OF ACTION OFFICER AND GRADE			SYMBOL	PHONE		TYPYST'S INITIALS	SUSPENSE DATE
SUBJECT						DATE	
<p>SUMMARY</p> <p>1. PURPOSE: To obtain approval for the (revision or annual review) of 6 AMW (plan number) Plan.</p> <p>2. DISCUSSION: Summarize the plan here and provide a brief explanation of significant changes to the plan..</p> <p>4. RECOMMENDATION: Wing Commander approve plan at TAB (x).</p> <p>NAME, RANK, USAF Chief, Wing Plans</p> <p style="text-align: right;">x Tab(s) Tabs (numbered)</p>							

AF FORM 1768, 19840901 (JMT-V1)

PREVIOUS EDITION WILL BE USED.

3. Plan Format.

3.1. Plan Elements: Plans are comprised of a number of elements including a cover, letter of transmittal, security instructions (with record of changes and record of review), plan summary, table of contents, basic plan, annexes, appendices, tabs, and distribution change letter. All 6 AMW plans will include these elements in the order listed, unless specified otherwise in higher headquarters directives:

3.1.1. Plan Cover. The front cover must show the date of the plan, the issuing headquarters, long title, and number of the plan. See paragraph 3.3. for instructions on properly marking the plan's classification and Figure 4. for proper format.

3.1.2. Memorandum of Transmittal. The Memorandum of Transmittal of a plan should identify the reason for preparing the plan. The need for preparing further supporting plans must be specified. The OPR for the plan must be identified and disposition instructions must be included when the plan supersedes a previous plan. The Memorandum of Transmittal is not numbered and is signed by the Chief, Wing Plans (6 AMW/XP). The date of the transmittal letter should be the same as that of the plan. Figure 5. contains an example of a correctly formatted Memorandum of Transmittal.

3.1.3. Distribution Change Memorandum. All plans will include a standard memorandum that addressees may use to notify the OPR and 6 AMW/XPP of changes in distribution requirements. The Distribution Change Memorandum is not numbered and will follow the Memorandum of Transmittal in 6 AMW plans. Refer to Figure 6. for distribution change memorandum.

3.1.4. Security Instructions and Record Of Changes/Reviews. The Security Instructions and Record of Changes page is the first numbered page (page will be numbered "i"). The security instructions must include the long and short titles of the plan and should state any reproduction limitations. Figure 7. contains security instructions and record of changes format.

3.1.5. Plan Summary. The plan summary is used for all plans. It provides a brief review of the mission, general situation, concept of operations, and commander's appraisal of the logistics and personnel feasibility of the plan. Refer to Figure 8. for plan summary format. The paragraphs indicated in Figure 8. are mandatory, subparagraphs are at the discretion of the plan OPR.

3.1.6. Table of Contents. The Table of Contents will include the first and last pages of each division. It will also include elements published separately. Figure 9. shows the correct table of contents format.

3.1.7. Basic Plan. The basic plan consists of the five major paragraphs shown in Figure 10. and Figure 11.. Additional paragraph headings may be included to fit the needs of the plan. The basic plan will be signed by the wing commander or designated representative. The five paragraphs of the basic plan must be listed in every plan, even if they are not applicable. If they do not apply, "Not Applicable" will be inserted after the paragraph title (for example, "4. ADMINISTRATION AND LOGISTICS. Not Applicable."). This method permits standardization and enables planners to refer immediately to a standard paragraph when seeking specific information.

3.1.8. Attachments. Attachments to the basic plan listed in order of increasing detail are annexes, appendices, tabs, and exhibits. The basic plan should refer to each annex that has been prepared; however, information provided in the basic plan is not normally repeated in the attachments. If other attachments are used, the planner should refer to any appendices in the text of the annex and to any tabs in the text of the appendix. The table of contents should contain a listing of all annexes, appendices, tabs, exhibits, and maps. Annexes used for the plan should be listed on the final page of the basic plan. Other attachments (appendices, tabs, exhibits, or maps) are listed on the final page of any attachment that has further attachments.

3.1.8.1. An annex is produced by a functional area (Operations, Logistics, etc.) and describes the concept of mission support by the functional area. It contains detailed information for a specific organization or subject. All 6 AMW plans will contain as a minimum Annex A (Task

Organization), Operations Security Appendix to Annex C, and Annex Z (Distribution). Per AFMAN 10-401, the letters “I” and “O” must not be used as annex designators. Annexes are not assigned. Refer to [Figure 12](#). for a generic annex format.

3.1.8.1.1. The task organization annex lists all units that are required to act on the contents of the plan. The task organization annex is always listed as Annex A. Refer to [Figure 13](#). for task organization annex format.

3.1.8.1.2. OPSEC. OPSEC is discussed briefly in the Plan Summary and Basic Plan. Ensure OPSEC is addressed as an appendix to Annex C. See 6 AMW/XPP for guidance on this annex.

3.1.8.1.3. Distribution List. The distribution list accounts for all copies of the plan and informs users which agencies and headquarters maintain copies of the plan. 6 AMW plans will be distributed to all tasked organizations, 6 AMW/XPP, 6 AMW/CP, and 6 AMW/CVI as a minimum. Some plans are also distributed to the 6 AMW Crisis Action Team. Distribution to AMC staff agencies may be required. Plan OPRs will check with 6 AMW/XPP to determine required distribution. Other distribution is determined by the plan OPR. Addressees must advise plan OPRs of necessary changes to the distribution list. The distribution list is designated Annex Z in 6 AMW plans. [Figure 14](#). shows the correct distribution annex format.

3.1.8.2. Appendix. An appendix is a subordinate addition to an annex. It includes information too lengthy or detailed for the basic annex. Normally, each appendix is devoted to a major category of information. For example, if a plan requires more than one response option, a separate appendix could be used to address each option. Refer to [Figure 15](#). for appendix format.

3.1.8.3. Tab. A tab is a further subdivision of an appendix used to organize and clarify the presentation of detailed data. Tabs are prepared in the same general format as appendices.

3.1.8.4. Exhibit. An exhibit is a further subdivision of a tab to enable the planner to organize the portrayal of greater levels of detail.

3.2. References: List documents that are required for complete understanding of the annex or appendix. Do not duplicate references in annexes or appendices that are listed in the basic plan. If no references are required, continue with the next paragraph. Additional information concerning plan format is available in AFMAN 10-401.

3.3. Plan Marking: It is imperative that plans are marked with their appropriate classification. The classification level will be displayed on the front and back cover as well as on the top and bottom of each page. The plan covers will also be color-coded to a specific classification.

3.3.1. For Official Use Only (FOUO). At a minimum, all plans generated by the 6 AMW will be marked “For Official Use Only.” Mark plans containing FOUO information “For Official Use Only” at the bottom of the front cover and the back cover. FOUO plans will be marked with yellow covers.

3.3.2. Special Access Required (SAR). Mark plans containing SAR information “Special Access Required” at the bottom of the front cover, on each page containing SAR information, on the last page, and on the back cover. Individual paragraphs containing SAR information may also be marked to alert users and assist in review. SAR plans will be marked with green covers.

3.3.3. Confidential. Mark plans at the bottom of the front and back cover as “CONFIDENTIAL.” Confidential plan covers will be marked in blue. Refer to DoD.5200.1-PH for additional guidance on marking classified plans.

3.3.4. Secret. Mark plans at the bottom of the front and back cover as “SECRET.” Secret plan covers will be marked in red. Refer to DoD.5200.1-PH for additional guidance on marking classified plans.

3.4. Paragraph Numbering: Designations for subdividing, numbering, and lettering paragraphs will use either an alphanumeric system: 1., a., (1), (a), 1., a., (1), and (a), respectively, or a numeric system: 2.3.4.2. The plan OPR will determine which numbering system best suits their particular plan. When using the alphanumeric system, each progressive subdivision of a paragraph is initially indented an additional five spaces.

3.5. Page Numbering:

3.5.1. Pages are numbered at the bottom center to indicate the page order within each element of the plan. Thus, page C-1-A-3 denotes page 3 of Tab A to Appendix 1 to Annex C.

3.5.2. Each new “section” (basic plan, annex, appendix, tab, etc.) must start on a front (odd) page. Pages marked “INTENTIONALLY BLANK” will be inserted as required to ensure this happens.

3.5.3. Plan covers, Memorandum of Transmittal, and distribution change memorandum will stand alone (nothing printed on the back). **EXCEPTION:** Page numbers and/or “INTENTIONALLY BLANK” may appear on the back of Memorandum of Transmittal and Distribution Change Memorandum.

3.6. Capitalization and Underlining Guidance:

3.6.1. References to specific annexes and other attachments are in this format: Initial Capitals.

3.6.2. Paragraph titles are capitalized and underlined as in this format: SOLID CAPITALS.

3.6.3. Subparagraph titles are expressed and underlined as in this sample: Initial Capitals.

3.6.4. Sub-subparagraphs and all subtitles are not underlined and are expressed as in this format: Initial Capitals. An exception to this rule applies where agencies are identified or tasked; these will be capitalized.


3.7. Text Spacing and Sizing: Text is single-spaced, Times New Roman font, 12 pt pitch. However, a smaller font size may be used at the discretion of the plan OPR to conserve paper if the plan is of an excessive length. No font size smaller than 10 pt pitch will be used in the main body of the text. Margins will be set to 1 inch.

3.8. Dates: Each separate element of a plan must bear the date of issue or revision. Until a plan is revised, all elements should bear the same date of issue.

3.9. Abbreviations: The first time a title, designation, or acronym is used in an element of a plan that is not contained in the glossary, it must be spelled out and immediately followed by the approved abbreviation, for example, Crisis Action Team (CAT). Within that element of the plan, the abbreviation alone may be used thereafter.

Figure 4. Cover Page Format. (Refer to paragraph [3.1.1](#) for more information.)

**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 6TH AIR MOBILITY WING
MACDILL AIR FORCE BASE, FLORIDA 33621-5502**



**6 AMW <LONG TITLE> PLAN
<DATE>**

OPR: 6 AMW/XPO

FOR OFFICIAL USE ONLY

Figure 5. Memorandum of Transmittal Format. (Refer to paragraph 3.1.2. for more information.)


	<p>DEPARTMENT OF THE AIR FORCE 6TH AIR MOBILITY WING (AMC) MACDILL AIR FORCE BASE, FLORIDA 33621</p>	<p>(Date)</p>
<p>MEMORANDUM FOR SEE DISTRIBUTION (ANNEX Z)</p>		
<p>FROM: 6 AMW/XP</p>		
<p>SUBJECT: 6 AMW Plan XXXX</p>		
<ol style="list-style-type: none">1. Attached is 6 AMW Plan XXXX, <i>(Plan Title)</i>. This plan supports <i>(AMC Plan XXXX)</i>. Requests for change in distribution should be sent to <i>(plan OPR)</i> and 6 AMW/XPP.2. This plan is effective upon receipt <i>(or scheduled effective date)</i> and is implemented when directed by the Commander, 6th Air Mobility Wing.3. This document is unclassified, FOR OFFICIAL USE ONLY (FOUO), and will be managed in accordance with DoD Regulation 5400.7/Air Force Supplement.4. Plan was coordinated with all tasked organizations. Supporting plans <i>(are/are not)</i> required.5. Direct any questions or concerns to <i>(plan OPR)</i>.		
<p>_____ Name, Rank, USAF Chief, Wing Plans</p>		

Figure 6. Distribution Change Memorandum Format. (Refer to paragraph 3.1.3. for more information.)

<p>Headquarters, 6th Air Mobility Wing MacDill AFB Florida 33621 <i>Date of Plan</i></p>	
<div style="display: flex; justify-content: space-between;"><div style="width: 60%;"><p><u>6 AMW PLAN XXXY</u> DISTRIBUTION CHANGES</p><p style="text-align: right;">(Date)</p><p>MEMORANDUM FOR <i>(Plan OPR)</i> 6 AMW/XPP</p><p>FROM: _____</p><p>SUBJECT: Distribution of 6 AMW Plan XXXY</p><p>1. Change distribution for subject document as follows:</p><p style="margin-left: 20px;">_____ Discontinue distribution.</p><p style="margin-left: 20px;">_____ Change number of copies to ____.</p><p style="margin-left: 20px;">_____ Change office symbol and address to: _____.</p><p>2. _____ The listed changes apply to this plan only.</p><p>3. _____ The listed changes apply to all Wing Plans distributed by <i>(Plan OPR)</i>.</p><p>4. REMARKS:</p><p style="text-align: center; margin-top: 20px;">_____ <i>(Signature block and signature of CC, Staff Agency Chief or Unit Plans Representative)</i></p></div><div style="width: 35%; border: 1px solid black; padding: 5px; font-size: small;"><p>Body of letter must identify plan content, requirement to create supporting plans and OPR for the plan. Include disposition instructions when the plan supersedes a previous plan.</p></div></div> <div style="text-align: right; margin-top: 20px;"><div style="border: 1px solid black; padding: 5px; display: inline-block;"><p>Signed by Chief, Wing Plans (6 AMW/XP)</p></div></div>	

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[illegible]

Figure 8. Plan Summary Format. (Refer to paragraph 3.1.5. for more information.)

<p><u>6 AMW PLAN XXXX</u> PLAN SUMMARY</p> <ol style="list-style-type: none"> 1. <u>PURPOSE</u>: Briefly describe the reason for implementing the plan and the specific objective it is intended to accomplish. 2. <u>CONDITIONS FOR IMPLEMENTATION</u>. <ol style="list-style-type: none"> a. <u>Situation</u>. Summarize the situation in which the plan should be considered for implementation. This summary should give decision-makers a brief recapitulation of the major aspects of the plans. The information should be reviewed and, if necessary, updated before its use in adapting a course of action in a given situation. b. <u>Legal Considerations</u>. Briefly summarize any legal considerations that may impact implementation. 3. <u>OPERATIONS TO BE CONDUCTED</u>. Summarize operations conducted upon implementation. 4. <u>KEY ASSUMPTIONS</u>. List the key assumptions that are absolutely essential to the logic of the plan. 5. <u>OPERATIONAL CONSTRAINTS</u>. List major factors that may impede implementing the plan, if applicable. 6. <u>OPSEC</u>. Summarize OPSEC considerations which significantly impact the conduct of the operation. If the operation is unclassified and only normal OPSEC considerations apply, enter "Normal." As a minimum, use the following statement to emphasize the OPSEC plan impact: "The provisions of AFI 10-1101, Operations Security Program, (OPSEC) have been considered in the preparation of this plan." 7. <u>COMMAND RELATIONSHIPS</u>. If other than normal, summarize the command arrangements to be employed in executing the plan. Usually, command relationships will be "Normal." 8. <u>LOGISTICS APPRAISAL</u>. Provide an estimate of logistic feasibility and considerations. 9. <u>PERSONNEL APPRAISAL</u>. Provide an estimate of personnel feasibility and any additional information that may impact personnel tasked in the plan such as commencing 24-hour operations. 	<p>Headquarters, 6th Air Mobility Wing (AMC) MacDill Air Force Base, Florida. 33621 <i>Date Of Plan</i></p>
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All paragraphs identified in this format must be included in your Plan Summary. Add additional paragraphs as required.

Subparagraphs such as "legal considerations" may be used as necessary.

Figure 9. Table of Contents Format. (Refer to paragraph 3.1.6. for more information.)

<p>6 AMW PLAN XXXX TABLE OF CONTENTS AND LIST OF EFFECTIVE PAGES</p> <p><u>CONTENTS</u>.....<u>PAGE</u></p> <p>Security Instructions and Record of Changesi Plan Summaryii Table of Contents and List of Effective Pagesiii Basic Plan1 – 8</p> <p>ANNEX A, TASK ORGANIZATIONA-1</p> <p>ANNEX B, INTELLIGENCEB-1</p> <p>ANNEX C, OPERATIONSC-1 – C-6</p> <p style="padding-left: 40px;">Appendix 1 – Appendix Title..... C-1-1 – C-1-4 Tab A – Tab Title..... C-1-A-1 – C-1-A-2 Exhibit 1 – Exhibit Title C-1-A-1 – C-1-A-2 Tab B – Tab Title..... C-1 – B-1 Appendix 2 – Appendix Title..... C-1-B-1-1</p> <p>ANNEX D, LOGISTICSD-1 – D-8</p> <p>ANNEX E, PERSONNEL..... E-1 – E-5</p> <p>ANNEX F, PUBLIC AFFAIRS..... F-1 – F-9</p> <p>ANNEX H, WEATHER..... H-1 – H-3</p> <p>ANNEX J through ANNEX L..... Not Used</p> <p>ANNEX Q through V..... Not Used</p> <p>ANNEX W, CIVIL ENGINEERING..... W-1 – W-5</p> <p>ANNEX Z, DISTRIBUTION..... Z-1 – Z-2</p>	<p style="text-align: center;">Headquarters, 6th Air Mobility Wing (AMC) MacDill Air Force Base, Florida. 33621-5502 <i>Date of Plan</i></p>	
<p>All 6 AMW Plans must include, at a minimum Annex A (Task Organization), an OPSEC appendix under Annex C (Operations), and Annex Z (Distribution).</p>	<p>When any annex designator is not used (A-Z), indicate so by entering "Not Used or ANNEX R-X...Not Used.</p>	<p>Annexes should be standardized IAW this instruction and AFMAN 10-401. Deviations should be kept to a minimum but are authorized (except Annex A and Z, to ensure the functionality of the plan. Annex titles for 6 AMW supporting plans should use the format proscribed in the plan they support.</p>
<p>FOR OFFICIAL USE ONLY</p>		

Figure 10. Basic Plan Format. (Refer to paragraph 3.1.7. for more information.)

Headquarters, 6th Air Mobility Wing (AMC) MacDill Air Force Base, Florida. 33621-5502 <i>Date of Plan</i>	
6 AMW PLAN XXXX TABLE OF CONTENTS AND LIST OF EFFECTIVE PAGES	
CONTENTS	PAGE
Security Instructions and Record of Changes	i
Plan Summary	ii
Table of Contents and List of Effective Pages	iii
Basic Plan	1 – 8
ANNEX A, TASK ORGANIZATION	A-1
ANNEX B, INTELLIGENCE	B-1
ANNEX C, OPERATIONS	C-1 – C-6
Appendix 1 – Appendix Title.....	C-1-1 – C-1-4
Tab A – Tab Title.....	C-1-A-1 – C-1-A-2
Exhibit 1 – Exhibit Title	C-1-A-1 – C-1-A-2
Tab B – Tab Title.....	C-1 – B-1
Appendix 2 – Appendix Title.....	C-1-B-1-1
ANNEX D, LOGISTICS	D-1 – D-8
ANNEX E, PERSONNEL.....	E-1 – E-5
ANNEX F, PUBLIC AFFAIRS.....	F-1 – F-9
ANNEX H, WEATHER.....	H-1 – H-3
ANNEX J through ANNEX L.....	Not Used
ANNEX Q through V.....	Not Used
ANNEX W, CIVIL ENGINEERING.....	W-1 – W-5
ANNEX Z, DISTRIBUTION.....	Z-1 – Z-2

All 6 AMW Plans must include, at a minimum Annex A (Task Organization), an OPSEC appendix under Annex C (Operations), and Annex Z (Distribution).

When any annex designator is not used (A-Z), indicate so by entering "Not Used or ANNEX R-X...Not Used.

Annexes should be standardized IAW this instruction and AFMAN 10-401. Deviations should be kept to a minimum but are authorized (except Annex A and Z, to ensure the functionality of the plan. Annex titles for 6 AMW supporting plans should use the format proscribed in the plan they support.

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Figure 11. Basic Plan Format (Continued).

Headquarters, 6th Air Mobility Wing (AMC) MacDill Air Force Base, Florida. 33621-5502 <i>Date of Plan</i>	
5. <u>COMMAND AND SIGNAL</u> . If other than "Normal" identify command and control relationships between the Wing and other agencies that support the plan. Signal includes a general statement on the scope and kind of communications – computer systems to be used when the plan is implemented.	
Basic Plan is signed by Wing CC	NAME, Rank, USAF Commander, 6 th Air Mobility Wing
Annexes: A – Task Organization C – Operations X – Title of Annex X – Title of Annex X – Title of Annex Z – Distribution	List all annexes included in the plan (exclude all annexes "Not Used").
FOR OFFICIAL USE ONLY	

Figure 12. Annex Format. (Refer to paragraph 3.1.8.1. for more information.)

<p>Headquarters, 6th Air Mobility Wing (AMC) MacDill Air Force Base, Florida. 33621-5502 <i>Date of Plan</i></p>	
<p><u>ANNEX X TO 6 AMW PLAN XXXX</u> (TITLE OF ANNEX)</p>	
<p><u>REFERENCES:</u></p>	
<p>a. Publication number, Title b. Publication number, Title</p>	<p>Limit annex to essential information not covered in other pubs. This does not preclude referencing those pubs as appropriate.</p>
<p>1. <u>GENERAL</u></p>	
<p>a. XXXXXXXXXXXX b. XXXXXXXXXXXX</p>	<p>If there is no specific material for a titled paragraph, do not include that paragraph. If you have additional paragraphs, put them after those shown.</p> <p>Do not duplicate assumptions in basic plan</p>
<p>(1) XXXXXXXXXXXX (2) XXXXXXXXXXXX</p>	
<p>2. <u>ASSUMPTIONS</u></p>	
<p>a. XXXXXXXXXXXX b. XXXXXXXXXXXX</p>	
<p>3. <u>TASKS</u></p>	<p>List all appendices (if any) addressed in the annex.</p>
<p>a. XXXXXXXXXXXX b. XXXXXXXXXXXX</p>	
<p>4. <u>LIMITING FACTORS</u></p>	
<p>a. XXXXXXXXXXXX b. XXXXXXXXXXXX</p>	
<p>Appendices: 1 – Appendix Title 2 – Appendix Title</p>	
<p>OPR: <i>Office symbol of annex OPR</i></p>	
<p>FOR OFFICIAL USE ONLY</p>	

Figure 13. Task Organization Annex (Annex A) Format. (Refer to paragraph 3.1.8.1.1. for more information.)

<p>Headquarters, 6th Air Mobility Wing (AMC) MacDill Air Force Base, Florida. 33621-5502 <i>Date of Plan</i></p>	
<p><u>ANNEX A TO 6 AMW PLAN XXXX</u> TASK ORGANIZATION</p>	
<p><u>6 AMW</u></p> <p>6 AMW/CC 6 AMW/CP 6 AMW/PA 6 AMW/SE 6 AMW/JA</p>	<p>This is an example only and should not be considered a list of tasked organizations for your plan.</p>
<p><u>6 OG</u></p> <p>6 OG/CC</p>	
<p><u>6 MXG</u></p> <p>6 MXG/CC</p> <p>6 MSG 6 MSG/CC</p> <p>6 MDG 6 MDG/CC</p>	<p>As a minimum, list all major elements (groups, squadrons, staff agencies) tasked by the plan.</p>
<p><u>ASSOCIATE/OTHER UNITS</u></p> <p>AFOSI, Det 323</p>	
<p>FOR OFFICIAL USE ONLY</p>	

Figure 14. Distribution Annex (Annex Z) Format.

ORGANIZATIONS		NO. OF COPIES
<u>6 AMW</u>		
CC	1	<div>6 AMW Plans will be distributed to:</div> <div>1. All tasked organizations.</div> <div>2. 6 AMW/XPP (1 electronic, 1 paper).</div> <div>3. 6 AMW/CP.</div> <div>4. 6 AMW/CVL.</div>

The distribution list accounts for all copies of the plan and informs users which agencies maintain copies of the plan. Minimum distribution I described below. Plan OPRs will check with 6 AMW/XPP to determine required HQ AMC distribution, if applicable. Other distribution is determined by the plan OPR. Remember to ask if Crisis Action Team should be included. Refer to paragraph 3.1.8.1.3 for more information.

Z-1

FOR OFFICIAL USE ONLY

Figure 15. Appendix Format. (Refer to paragraph 3.1.8.1.2. for more information.)

<p style="text-align: right; margin: 0;">Headquarters, 6th Air Mobility Wing (AMC) MacDill Air Force Base, Florida. 33621-5502 <i>Date of Plan</i></p> <p style="margin: 10px 0;"><u>APPENDIX X TO ANNEX Y TO 6 AMW PLAN XXXX</u> (TITLE OF APPENDIX)</p> <p>REFERENCES</p> <p style="margin-left: 20px;">a. <i>Publication number, Title</i> b. <i>Publication number, Title</i></p> <p style="margin-left: 20px;">1. <u>PARAGRAPH HEADING</u></p> <div style="margin-left: 40px;"> <p>a.</p> <p>b.</p> <p style="margin-left: 40px;">(1)</p> <p style="margin-left: 40px;">(2)</p> </div> <p>Tabs:</p> <div style="margin-left: 20px;"> <p>A – Tab Title</p> <p>B – Tab Title</p> </div>	<div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>List any applicable reference specific to the material covered in the appendix. Do Not duplicate references in basic plan or index.</p> <p>Assign appendix paragraph titles as required to meet the needs of each appendix.</p> </div> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>No signature element required.</p> <p>List all tabs (if any) addressed in the appendix.</p> </div>
<p>X-1-1</p> <p>FOR OFFICIAL USE ONLY</p>	

DAVID M. SNYDER, Brig Gen, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 10-401, *Operation Plan and Concept Plan Development and Implementation*

AFI 10-1101, *Operations Security*

AFI 31-401, *Information Security Program Management*

DoD.5200.1-PH, *DoD Guide to Marking Classified Documents*

AFSUPDoDR 5400.7, *DoD Freedom of Information Act Program*

6 AMW Operations Security Plan

Attachment 2

UNIT PLANS CONTINUITY BOOK CHECKLIST

A. UNIT PLANS CONTINUITY BOOK	YES	NO	N/A
Tab A - Table of Contents			
Tab B – Memorandum(s) of Appointment			
Unit Plans Representative Appointment Memorandum			
Subordinate Unit Plans POC Appointment Memorandum(S) (If Required)			
Copies of Appointment Memorandums For All Unit Plans Reps in the Group			
Tab C – MACDI 10-401			
Tab D – Current 6 AMW Plans Index			
Tab E - Plan Review Documentation			
Annual Plans Review Schedule			
Plan OPRs: Maintain coordination and master copy of each plan revision/ change for the life of the revision/change			
Tasked units: Maintain copies of coordination submitted to plan OPRs in response to their requests for annual reviews. Keep material from latest review of each plan.			
Tab F – Miscellaneous			
Current Roster of Wing Plans Representatives.			
B PLANS REVIEWS			
1. (PLAN OPRs) Are plans/changes prepared and fully coordinated in accor- dance with this instruction?			
2. (PLAN OPRs) Is all coordination maintained for the life of each plan?			
3. (PLAN OPRs) Is reproduction master of each plan/change maintained?			
4. Are annual reviews conducted and documented and maintained?			

Attachment 3

PLAN REVIEW CHECKLIST

PLAN: _____

DATE: _____

	YES	NO	N/A
FORMAT			
1. COVERS			
A. Long title accurate?			
B. Short title accurate?			
C. Footer correct?			
D. Date realistic? (Note: Date on each plan element should be the same.)			
E. OPR correct?			
F. Shield placed properly?			
G. Marked correctly (front and back covers)			
2. LETTER OF TRANSMITTAL			
A. "MEMORANDUM FOR" correct?			
B. Predated? (Date same as front cover)			
C. "FROM" block correct? (6 AMW/XP office symbol and address)			
D. "SUBJECT" correct?			
E. Long and short titles referenced in text?			
F. Supercession information provided?			
G. Instructions for supporting plans listed?			
H. OPR referenced?			
I. 6 AMW/XP signature block accurate?			
J. Attachment (Plan) listed?			
K. On AMC letterhead?			
3. DISTRIBUTION CHANGES PAGE			
A. Headers accurate? (Format, date, etc.)			
B. "MEMORANDUM FOR", date, "FROM", and "SUBJECT" correct? (6 AMW/XPP must be addressed)			
C. Paragraph 1 accurate? (Space for address)			
D. OPR listed in paragraph 3?			
E. "INSTRUCTIONS" note listed at bottom of page?			

PLAN: _____

DATE: _____

	YES	NO	N/A
4. SECURITY INSTRUCTIONS AND RECORD OF CHANGES			
A. Headers accurate? (Format, date, etc.)			
B. Both on one page?			
C. Long and short titles in paragraph 1?			
D. Classification in paragraph 2?			
E. OPR in paragraph 3?			
F. Reproduction limitations in paragraph 4?			
G. Disposal instructions in paragraph 5? (If FOUO or higher)			
H. Three columns in Record of Changes correct?			
I. Several lines allowed in record of changes?			
J. Page numbered "i"?			
5. PLAN SUMMARY			
A. Headers accurate? (Format, date, etc.)			
B. Minimum number of headings covered?			
(1) Purpose			
(2) Conditions for Execution			
(3) Operations to be Conducted			
(4) Key Assumptions			
(5) Operational Constraints			
(6) OPSEC			
(7) Command Relationships			
(8) Logistic Appraisal			
(9) Limiting Factors			
C. Page numbered "ii" (and up as required)?			
6. TABLE OF CONTENTS			
A. Headers accurate? (Format, date, etc.)			
B. Format accurate as outlined in this instruction?			
C. Titles of contents match titles given through plan in headings?			
D. All annexes accounted for (including those not used)?			
E. Page number column accurate? (Reflects all pages in each section)			
F. Page numbered with lowercase roman numerals?			

PLAN: _____

DATE: _____

	YES	NO	N/A
7. BASIC PLAN			
A. Headers accurate? (Format, date, etc.)			
B. "REFERENCES" and "TASK ORGANIZATION" listed correctly?			
C. Minimum topics covered?			
(1) Situation			
(2) Mission			
(3) Execution			
(4) Administration and Logistics			
(5) Command and Signal			
D. Wing CC signature block accurate?			
E. All annexes listed on last page of text?			
F. Pages numbered correctly?			
8. ANNEX A [TASK ORGANIZATION]			
A. Headers accurate? (Format, date, etc.)			
B. All tasked Group/Squadron Commanders listed correctly and "in order"?			
C. Unit names accurate?			
D. Page numbered "A-#" correctly?			
9. ANNEX Z [DISTRIBUTION]			
A. Headers accurate? (Format, date, etc.)			
B. Is distribution correct? (Distribute to the following as a minimum)			
(1) All tasked organizations			
(2) 6 AMW/XPP (one copy plus one for CAT if required)			
(3) 6 AMW/CP			
(4) 6 AMW/CVI			
(5) 6 AMW CAT (If plan maintained in CAT binders. 20 copies if required.)			
* (6) 18 AF (If applicable)			
(7) AMC (If applicable)			
C. Are all office symbols correct?			
D. Number of copies reasonable?			
E. Page numbered "Z-#" correctly?			

PLAN: _____

DATE: _____

	YES	NO	N/A
10. ADDITIONAL ANNEXES, APPENDICES, TABS, ETC.			
A. Headers accurate? (Format, date, etc.)			
B. Page numbering correct?			
C. Title of appendices listed as attachment to each annex? Tabs on appendices, etc.			
D. Titles match headings (In Atch lists and Table of Contents)?			
11. CONTENTS			
A. Are taskings logical and complete?			
B. Does plan make sense?			
C. Is each task clearly levied against a specific CC?			
D. Does plan "flow"?			
E. Are tasked CCs listed in Annex A and briefly addressed in Basic Plan?			
F. Are tasks reasonable given resources and constraints?			
12. COORDINATION			
A. Are all tasked agencies given the opportunity to review and coordinate on draft plan?			
B. Is 6 AMW/XPP given the opportunity to review and coordinate on draft plan (even if not tasked)?			
13. GRAMMAR			
A. Future tense (e.g., Tasks will be done)			
B. Active voice			
C. Not verbose			
D. Keep language simple, clear and to the point			
E. Check spelling			
14. CONSISTENCY (ESTABLISH "RULE" AND STICK WITH IT).			
A. Abbreviations (Spell out once, use abbreviation thereafter in each plan element.)			
B. "Name calling" (e.g., "6 AMW/CC" or "Wing Commander")			
C. Capitalization			

PLAN: _____

DATE: _____

	YES	NO	N/A
D. Use of Boldface, underlining and capitalization for emphasis.			
E. Bottom line: Does whole plan look and sound like it was written by one person?			
15. SECOND DRAFT			
A. Use previous coordination copy to ensure all changes made			
B. Discuss concerns with OPR (remind OPR to prepare staff package for coordination)			
C. Recheck briefly for format, content, and consistency.			
D. Read a second time to catch mistakes missed before.			
16. FINAL			
A. Ensure all blocks on this checklist complete.			
B. Are all required elements included in staff package?			
1. Staff Summary Sheet			
(a) Tab 1. Completed Plan			
(1) Is cover (on bond paper) included and in the correct format?			
(2) Is each annex signed (original signature) by the annex OPR?			
(3) Is date on each plan element consistent and realistic?			
(4) Is location for Wing CC signature indicated?			
(5) Is Memo of Transmittal printed on official letterhead, is date same as plan date, and is XP signature block correct?			
(b) Tab 2. Coordination. Is coordination included from:			
(1) Each tasked Group CC			
(2) Head of each tasked agency that does not fall under a Group CC (Wing staff agencies and associate units).			
(3) Chief, Wing Plans, prior to CC submission?			
C. Complete plan on 3.5" disk in MS Word format.			
D. Is all coordination incorporated into final plan?			
E. Run a spell check on the Word file			
17. REPRODUCTION AND DISTRIBUTION			
A. Ensure plan uses both front and back of each page including identifying blank pages as (INTENTIONALLY BLANK).			
B. Ensure electronic and hard copy are provided to 6 AMW/XP			

PLAN: _____

DATE: _____

	YES	NO	N/A
C. Ensure OPR distributes plan in accordance with Annex Z.			

Attachment 4

PLAN PREPARATION AND REVISION CHECKLIST

NOTE: This checklist is designed to help with the preparation of new plans or the revision of existing plans. For plan revisions, run this checklist after the plan review process is complete.

	Complete
1. Notify Operations Plans Officer (8-9952) of requirement to prepare or revise plan.	
2. Schedule and conduct a meeting with 6 AMW/XPP before starting work on the plan to ensure correct coordination process and suspense milestones are met	
3. Prepare first draft	
A. Concept of Operations clearly understood, defined, and realistic.	
B. Plan fully supports HHQ plans or other governing directives.	
C. Plan format is in accordance with AFMAN 10-401, MACDI 10-401, and/or HHQ plan/directives it supports. See Chapter 3 for more information on plan format.	
D. Determine requirements for annexes/appendices/tabs. Ensure tasked organizations furnish them.	
E. Include all key elements in the plan (except when otherwise directed).	
(1) Cover	
(2) Memorandum of Transmittal	
(3) Distribution Changes	
(4) Security Instructions and Record of Changes	
(5) Plan Summary	
(6) Table of Contents	
(7) Basic Plan	
(8) Annex A - Task Organization	
(9) Appropriate annexes, appendices, and tabs	
(10) Annex X - Execution Checklist (when appropriate and useful)	
(11) Annex Y - Glossary	
(12) Annex Z - Distribution	
F. Plan elements follow standard formats provided in this instruction. See Chapter 4 for more information on plan format.	
G. Signature blocks correct (6 AMW/XP on Memorandum of Transmittal, Wing CC on basic plan).	
H. Plan properly marked. (Refer to the this instruction, AFI 37-131, and AFI 31-401 for instructions on marking FOUO and classified plans.)	
I. Table of Contents accurate (annex/appendix/tab titles/page numbers correct).	
J. Distribution is correct including:	

	Complete
(1) All tasked organizations.	
(2) 6 AMW/XPP	
(3) 6 AMW/CP	
(4) 6 AMW/CVI	
(5) Crisis Action Team (if required--check with Operations Plans Officer)	
(6) 18 AF (as required)	
(7) HQ AMC organizations (as required)	
4. Coordinate draft with all tasked organizations and 6 AMW/XPP.	
5. Incorporate changes and re-coordinate as required.	
6. Coordinate final draft with all tasked group commanders and 6 AMW/XPP. Obtain annex OPR signatures on each annex.	
7. Incorporate changes and re-coordinate as required.	
8. Prepare staff package and obtain 6 AMW/XP signature on Memorandum of Transmittal and 6 AMW/ CC signature on basic plan.	
9. Have plan reproduced.	
10. Check plan to ensure no errors occurred during reproduction.	
11. Distribute plan to all agencies listed in Annex Z.	
12. Notify 6 AMW/XPP when distribution is complete.	
13. Maintain reproduction masters and all coordination for the life of the plan.	

Attachment 5**PLAN CHANGE CHECKLIST**

NOTE: This checklist is designed to help with the preparation of plan changes. Run checklist after the plan review process is complete.

	Complete
1. Notify 6 AMW/XPP that change is required.	
2. Incorporate plan review findings into change format.	
3. Coordinate change with all affected organizations and 6 AMW/XPP.	
4. Incorporate inputs and re-coordinate as required.	
5. Submit completed change and all coordination to 6 AMW/XPP for approval.	
6. After change is approved, obtain plan OPR commander/staff agency chief signature on the Memorandum of Transmittal.	
7. Have change reproduced.	
8. Inspect reproduced copies for reproduction errors.	
9. If there are no flaws in the printed change, distribute in accordance with Annex Z of the plan.	
10. Notify 6 AMW/XPP that distribution is complete.	
11. Maintain reproduction masters and all coordination for the life of the basic plan.	